

**CITY OF CARLSBAD**  
**CONSTRUCTION CHANGE SUBMITTAL CHECKLIST**

City Project No. \_\_\_\_\_ City Project Name \_\_\_\_\_  
City Drawing No. \_\_\_\_\_ City Project Engineer \_\_\_\_\_

**This construction change proposes the following revisions:**

- |  |  |
|--|--|
| <input type="checkbox"/> Sewer, Water and/or Reclaimed Water | <input type="checkbox"/> Storm Drain or Street |
| <input type="checkbox"/> Grading                             | <input type="checkbox"/> Other _____           |

**The following items need only be in the initial submittal:**

- ☐ 1. Fee (see current fee schedule). Fee amount collected \$ \_\_\_\_\_

**The following items must be included in each submittal:**

- ☐ 2. Two (2) redlined grading blueprints showing changes on City approved plans, folded to 9" X 12" (Distribution: 1 Planchecker, 1 Inspection; NOTE: Additional copies may be requested).
- ☐ 3. Letter of Transmittal (Distribution: Original to Planchecker, copy to File).
- ☐ 4. Two (2) copies of supporting calculations, if required (Distribution: 1 Planchecker, 1 File).
- ☐ 5. Previously reviewed bluelines, if any (Distribution: Planchecker).

**FEE**

Minor Construction Change (a Minor Construction Change is a simple revision requiring no review of calculations of similar documents and that does not necessitate a review of Conditions of Approval or a Substantial Conformance determination).

Major Construction Change (a Major Construction Change is one involving complex changes to the plans and/or changes that require review of supporting documents).

**SUBMITTAL COMPLETE: CHECKED BY: \_\_\_\_\_ DATE: \_\_\_\_\_**

COMMENTS: \_\_\_\_\_  
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